

Microsoft Excel 2007

Lesson 9: Review

Start with the **Review** Excel spreadsheet, which can be found on my web site at <http://webs.wofford.edu/whisnantdm>. Look for the link on the CS 101 page to “Excel File for Lessons.”

I want you to modify the first worksheet, for which some data is supplied, so that it looks like the one on the last page of this handout. You will create the second worksheet. Here is some information about the modified worksheet, which may not be obvious when you look at it.


1. Cells B3 through J3 have been merged and the text centered. The cell color is light yellow.
2. Cell K7 contains a function that adds the numbers in cells B7 through J7.
3. Cell K7 has been copied into cells K8, K9, and K10
4. Cell K11 contains a function that adds the numbers in cells K7 through K10.
5. Cell L7 contains a formula that calculates a fraction: the total sales for beverages divided by the total sales. This formula is set up so it can be copied to the cells below.
6. Cell L7 has been copied into cells L8, L9, and L10.
7. The “Computers.jpg” picture can be found on the CS 101 page of my web site. Look for the link to “Photoshop Elements: Images for Lessons.”
8. The date is a function that is automatically updated with the current date.
9. The page orientation of both worksheets is landscape.
10. The first worksheet is set up so that it will fit on one printed page.
11. A printed copy of the first worksheet will show your name in the header on the left of the page and the page number on the bottom.
12. The comment is set up to always be displayed.
13. Create the second worksheet yourself.
 - Each cell in the block B7 through J10 of the second worksheet contains an IF function
 - The IF function checks the equivalent cell in the first worksheet. (e.g., the IF statement in cell B7 of the second worksheet checks the value of cell B7 in the first worksheet.)
 - If the value of the cell in the first worksheet is greater than \$5,000, the IF statement puts the word “OK” in the corresponding cell of the second worksheet.
 - If the value of the cell in the first worksheet is less than \$5,000, the IF statement puts the phrase “Too low” in the corresponding cell in the second worksheet.

CS 101 Exam 2 2-Mar-07

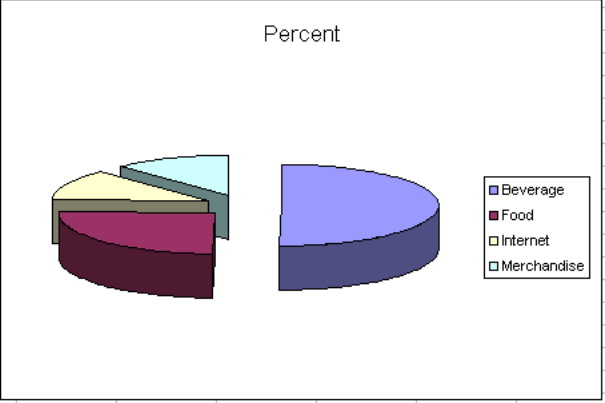
Downtown Internet Cafe

Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Percent
Beverage	\$13,600	\$14,600	\$15,600	\$16,700	\$14,500	\$13,550	\$12,800	\$14,900	\$43,800	\$160,050	50.3%
Food	\$7,100	\$7,300	\$7,400	\$7,100	\$7,200	\$7,100	\$8,300	\$7,400	\$21,800	\$80,700	25.4%
Internet	\$4,000	\$4,300	\$4,500	\$4,000	\$4,300	\$4,030	\$4,800	\$4,500	\$4,300	\$38,730	12.2%
Merchandise	\$3,100	\$3,200	\$3,300	\$3,100	\$4,200	\$3,100	\$5,700	\$3,300	\$9,600	\$38,600	12.1%
Total Sales										\$318,080	

1-Mar-07
Beverages include:
Soft drinks
Beer
Wine



Percent



Internet Cafe / Sales / Sheet3 /

Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Beverage	OK	OK	OK	OK	OK	OK	OK	OK	OK
Food	OK	OK	OK	OK	OK	OK	OK	OK	OK
Internet	Too Low	Too Low	Too Low	Too Low	Too Low	Too Low	Too Low	Too Low	Too Low
Merchandise	Too Low	Too Low	Too Low	Too Low	Too Low	Too Low	OK	Too Low	OK

Internet Cafe / Sales / Sheet3 /

Ready CAPS NUM